



# City of Eureka, California

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

<b>Class Title</b>	<b>Personnel Analyst II</b>
<b>Class Code Number</b>	<b>1070</b>

### General Statement of Duties

Provides a full range of professional personnel services in support of the City's Personnel Department, including recruitment, testing, benefits administration, and training; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform the full range of professional personnel duties to support the City's Personnel Department. The work is performed under the supervision and direction of the Personnel Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Personnel Analyst I by the performance of the full range of professional level personnel duties which requires greater technical knowledge to perform the work. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Designs and implements recruitment processes for the Department, including conferring with Departments to ascertain departmental needs, conducting position audits, modifying position descriptions, and coordinating and/or producing recruitment flyers and position announcements as appropriate;
- Develops, coordinates, and administers testing components, including compiling test scores, preparing eligibility lists and candidate information, and coordinating follow-up pre-employment testing;

- Administers the City's fringe benefits plans, including addressing employee questions, and providing appropriate information related to various program aspects, processing related enrollment, changes, termination and other related paperwork, reconciling and processing invoices at scheduled time intervals, and communicating effectively with third party representatives as necessary;
- Coordinates with other Personnel staff, supervisors, department heads, and employees to address issues with the City benefits program;
- Participates in the administration of City personnel policies, including conducting prospective disciplinary investigations, facilitating grievance processes, and preparing required paperwork in a timely and accurate manner;
- Participates in labor negotiations, including keeping official records of procedures, performing salary and benefit surveys or other applicable research, and finalizing negotiated MOU documents;
- Participates in Workers' Compensation cases, including working with employees, providers, and administrators as necessary;
- Conducts employee orientation sessions for new hires and employee exit interviews for separating employees;
- Coordinates the City's training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the City's needs and expectations are addressed, securing training sites, developing memos, flyers, e-mails, and voice mails, and providing visual aids and other materials as necessary;
- Composes various reports, correspondence, memos, flyers and other documents related to specific program needs;
- Participates in City classification and compensation studies, including collecting information from outside sources, and completing requests from other agencies regarding classification, compensation, and benefits;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of public personnel administration and risk management;
- Thorough knowledge of recruitment and selection techniques and procedures;
- Thorough knowledge of classification, compensation, and benefits analysis, and related administration procedures;
- Thorough knowledge of State and Federal laws and regulations;
- Thorough knowledge of basic equal opportunity principles and practices;
- Thorough knowledge of basic training needs assessment and service delivery methods;

- Thorough knowledge of standard office practices and procedures, including basic business data processing applications;
- Substantial knowledge of workers' compensation claims management;
- Ability to design effective recruitment plans to attract qualified candidates;
- Ability to develop valid and effective selection procedures;
- Ability to conduct classification, compensation, benefit, and policy and procedures studies;
- Ability to develop and implement employee orientation and training programs;
- Ability to analyze complex technical information, evaluate alternatives, and make sound judgements within established guidelines;
- Ability to interpret and apply laws, regulations, and policies;
- Ability to prepare clear, concise, and effective written reports, correspondence, and other materials;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Personnel Management, Business Administration, or a related field; and
- Some (at least two years) experience as a Personnel Analyst I.

### **Required Special Qualifications**

- Valid Class C California State Driver's License.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;

- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.